

DISTRICT AND SESSIONS
COURTS, LUDHIANA

(Information on 17 Manuals under
Section
4(1) (b) of the Right to Information
Act, 2005)

MANUAL 1

The Particulars of Organization, Functions and Duties

Particulars

Name of the Organization : Office of District & Sessions Judge, Ludhiana.

This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh.

This Sessions Division consist of three Sub-Divisions/Tehsils namely: - Khana, Samrala, Jagraon and Payal.

Functions of the Organization : The organization have it's two main functions.

- Judicial Function and
- Administrative Function.

Duties of the Organization:

i) To exercise the control over all it's subordinate Courts functioning in it's territorial jurisdiction.

ii) To distribute the various grants amongst it's subordinate authorities received from the Government, time to time.

iii) To deal with the all correspondence relates to Hon'ble High Court and the Department of Law & Judiciary, Government of Punjab.

iv) To administer justice as per the various legislation/ statutes.

- v) Appointing Authority for Class-III and Class-IV Govt. Servants with the help of Advisory Committee.
- vi) To promote the officials to the higher responsible post.
- vii) To handle the administration in view of the procedural laws, Punjab Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court.
- viii) In exercising the duties of administrative nature, the organization deals with the transfers of its employees, departmental inquiries of the employees etc.
- ix) The Head of the Organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Ludhiana under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

MANUAL 2

The Powers and Duties of Judicial Officers

There are following cadres of the Judicial Officer/s :

i) The District & Sessions Judge

ii) The Addl. District & Sessions Judge,

iii) The Additional District & Sessions Judge (Adhoc), Fast Track Courts

The above Judicial Officers/Judges deals with the matters pertaining to the appellate side and cases triable by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions.

iv) The Civil Judges (Senior Division) :-

The above Judicial Officers/Judges deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by these Judicial Officers/Judges.

v) The Chief Judicial Magistrates :-

To deal with all types of Criminal matters excluding the cases triable by the Court of Session.

vi) The Civil Judges (Junior Division) and Judicial Magistrate First Class.

i) To deal with the matters of civil nature having jurisdiction up-to Rs. 2 lac whose service is less than three years.

ii) To deal with the matters of criminal nature excluding triable by the Court of Session and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.

Powers & duties of Employees

The various categories of the employees of organization as per seniority are as under;

1. **Class-B:** Chief Administrative Officer/Superintendent.
2. **Class-C:** Reader Grade I, II & III, Executive Assistant, Stenographer Grade I, II & III, Graduate Clerks, Ahlmads, Clerks, Driver, Bailiff
3. **Class-D:** Process-Server, Record Lifter/Usher/Daftri, Peon/Orderly/ Waterman.

Note: At present post of Court Manager is vacant.

Duties of Employees

Superintendent/ Chief Administrative Officer

To supervise over the employees of Class-III and Class-IV and to assist the Head of the Organization in Administrative/Judicial work.

Reader Grade I, II, III

To do the work of Bench, Property, Statistics, Correspondence, Accounts, Establishment in District Court as well as in subordinate Courts

Stenographer Grade I, II, III

To take down evidence in English on Typewriter/ Computer.

To take dictation in cases of the Judges of Appellate Authorities and transcribe the same To take down evidence in English on Typewriter/ Computer To take dictation in cases of the Judges.

Ahlmads

Have the custody of cases instituted in the respective Court, to look after

the maintenance of those cases and to do the work as per procedural laws and the duties assigned by the Head of the Organization and by the Presiding Officer of the Court.

Clerks

To do work of offices of the Presiding Officers on different posts like bill Clerk, Lib. Clerk, Copy Clerk, Copyist etc.

Bailiff/ Process Server

To serve the summonses, notices & to execute warrants issued by the Court/s.

Peon

To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the dak etc.

Chowkidar

To watch the Court building & premises.

Sweeper

To clean the Court premises, lavatories etc.

MANUAL 3

The Rules, Regulations, Instructions, Manuals and Records for Discharging Functions

The below listed rules, regulations, instructions, manuals, records are hold by the organization or are being used for its control or discharging its functions by the employees

1. The Civil Manual, 1986.
2. The Criminal Manual, 1980.
3. The Code of Civil Procedure, 1908.
4. The Code of Criminal Procedure, 1973.
5. The Punjab Civil Services Rules.
6. The Punjab Budget Manual,
7. The Punjab Financial Rules,
8. The Punjab Treasury Rules
9. High Court Rules & Regulations Vol.I, II, III, IV, V & VI
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Punjab and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.

MANUAL 4

The particulars of any arrangement to this that exists for consultation with, organization or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

The information as relates issue / point so far as it is concerned as “ Nil”.

MANUAL 5

A statement of the categories of registers/documents documents that are held by it or under its control.

The following are maintained by this Organization;

1. The Kaccha Register for Civil & Criminal Side
2. The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the subordinate Courts.
3. The separate registers for the registration of Regular IPC cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained by all the Judicial Magistrates.
4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and its execution are being maintained in Appellate Court/s.
5. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/ s.
6. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manual.
7. For the purpose of maintaining Accounts of the organization, the registers. i.e. The Book for Receipts for money paid into Court, Register of deposit receipts-"C" Register, the Register of deposit payment-"D" Register, the Register of attached property produced in Civil Proceedings- "F" Register, the Register of Money received on account of subsistence money of Civil Prisoners-"G" Register, the register of payment on account of subsistence money-"H" register, the Cash Book-I, the Ledger

Book-J, the Treasury Pass Book-K, the Treasury Cheque Book-L, the register of applications for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manuals.

8. Service Books of Officer/s and employee/s, GPF Account of Class-IV Govt. Servants, Muster Roll of Class-III and IV Govt. Servants, List of disposed-of records deposited in Judicial Record Room. The disposed of records of all the Courts are deposited in Judicial Record Room, Ludhiana and preparation of certified copies in disposed of cases are being prepared and delivered by the Record Keeper(Record Room).

MANUAL 6

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part.

The information as relates to this issue/point so far as it organization is concerned is "Nil".

MANUAL 7

The names, designations and other particulars of the Public Information Officers are as follows:

Sr. No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	<p>a) Court of District & Sessions Judge and Courts of Additional District and Sessions Judges at District Head Quarters</p> <p>b) Court of Additional Distt. & Sessions Judge at places where there is no District & Sessions Judge</p>	<p>Chief Ministerial Officer of the Court of District & Sessions Judge,</p> <p>Sr.Ahlmad/ Stenographer</p>	<p>Chief Administrative Officer/ Supdt. In the office of District & Sessions Judge</p> <p>Chief Ministerial Officer of the Court of Senior</p>	<p>District and Sessions Judge of the respective Sessions Division.</p> <p>Senior Most Additional District & Sessions Judge</p>

Most

			Additional District & Sessions	
2	Court of Civil Judge(Senior Division)	Chief Ministerial Officer of the Court	Judge, Clerk of Court of the office of Civil Judge	Civil Judge (Sr.Divn.),
3	Court of Chief Judicial Magistrate	Senior Most Ahlmad/	(Senior Division) Chief Ministerial	Chief Judicial
4	Court of Civil Judge situated at places other than the District Head Quarters	Stenographer Senior Most Ahlmad / Stenographer	Officer of the Court Chief Ministerial Officer of the Senior Most	Magistrate Senior Most Judicial Officer
			Judicial Officer	
5	Court of Judge Small	Chief Ministerial	Registrar,	Judge, Court

	Cause	Officer of the respective Court	Small Cause Court	of Small Cause.
6	Court of Additional Civil Judge (Sr.Divn.) or Court of Senior Most Civil Judge at Sub Division level	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer

Manual 8

The procedure followed in the Decision Making Process

1. The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.
2. The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
3. The Principal District & Sessions Judge, Ludhiana, supervise the work of the organization and exercises control over it. Likewise, he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
4. The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.
5. The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after it's registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
6. The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to law, except the cases triable under section 409 of I.P.C.
7. The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

MANUAL 9

A directory of Officers

Sr. No.	Sarvshri	Designation	Office	Resi. No.	Floor	Crt
1	Sh. Gurbir Singh	D&SJ, Ldh.	0161-2411444	0161-2400010	G.F.	1
2	Ms. Mandeep Kaur	Labour Court	0161-2770133		G.F. Old Wing	1
3	Sh. Kuldip Kumar Kareer	AD&SJ, Ldh.	0161-2401411	0161-2408687	G.F	2
4	Sh. Virnder Aggarwal	AD&SJ, Ldh.	0161-2775512	0161-241114	1st Floor	8
5	Sh. Arunvir Vashishta	AD&SJ, Ldh.	0161-2400266	0161-2770724	1st. Floor	6
6	Ms. Munish Singal	AD&SJ, Ldh.		0161-2411877	2 nd	14-A
7	Sh. Jasvir Singh Kang	AD&SJ, Ldh.	0161-2775508	0161-2409852	1st	3
8	Sh. Atul Kasana	AD&SJ, Ldh.	0161-2775506	0161-2400114	4th Floor	22
9	Ms. Anjana	AD&SJ, Ldh.	0161-2400265	0161-2410338	2nd floor	11
10	Sh. Amar Paul	AD&SJ, Ldh.			3rd Floor	19
11	Sh. Karamjit Singh Sullar	AD&SJ, Ldh.			4th Floor	21
12	Sh. Rajeev K Beri	AD&SJ, Ldh.	0161-2775515	0161-2440505	3rd Floor	16
13	Ms. Jagdeep Kaur Virk	AD&SJ, Ldh.	0161-2775507	0161-2420020	Ist floor	5
14	Sh. Arun Kumar Aggarwal	AD&SJ, Ldh.	0161-2770726	0161-2400264	2nd floor	10
15	Sh. Tarntaran Singh Bindra	AD&SJ, Ldh.	0161-2770723	0161-2400800	3rd Floor	17
16	Sh. Avtar Singh Barda	AD&SJ, Ldh.	0161-2400263	0161-2442300	3rd floor	15
17	Sh. Balwinder Kumar II	AD&SJ, Ldh.	0161-2775505	0161-2462444	2nd Floor	12
18	Ms. Sonia Kinra	AD&SJ, Ldh.		0161-2430064	4th Floor	24
19	Ms. Sanjeeta.	AD&SJ, Ldh.			4th Floor	23
20	Sh. Vikrant Kumar	CJ(SD) Ldh.	0161-2413477		Ist	9
21	Sh. Suresh Kumar Goyal	CJM, Ldh.	0161-2413677	0161-2450051	G.F.	4
22	Ms. Preeti Sukhija	ACJ(SD), Ldh.	0161-2775511		G.F.	4
23	Ms. Ramneet Kaur	CJJD, Ldh.	0161-2427040		5th Floor	27
24	Sh. Ravneet Singh	CJJD, Ldh.		0161-2463909	5th Floor	26
25	Ms. Pavleen Singh	CJJD, Ldh.	0161-2401950	-	2nd	14

26	Sh. Anoop Singh	CJJD, Ldh.		0161-2427030	1st	6-A
27	Ms. Sumit Sabharwal	CJJD, Ldh.			5th	29
28	Ms. Manpreet Kaur- I	CJJD, Ldh.	0161-2402922	0161-2550062	3rd	18
29	Ms. Indu Bala	CJJD, Ldh.		0161-2455400	6th Floor	31
30	Ms. Komple Dhanjal	CJJD, Ldh.		0161-2407790	6th	30
31	Sh. Sudhir Kumar	CJJD, Ldh.		0161-2430212	1st.	4 O.W
32	Sh. Bhupinder Mittal	CJJD, Ldh.		0161-2490094	1st.	8 O.W
33	Sh. Varinder Singh	CJJD, Ldh.		0161-2448540	6th	34
34	Ms. Navreet Kaur	CJJD, Ldh.		0161-2455700	1st	7
35	Ms. Lovejinder Kaur	CJJD, Ldh.		0161-2409849	3rd	18
36	Sh. Jagjeet Singh	CJJD, Ldh.		0161-2560111	1st	8-A
37	Sh. Rajinder Singh Teji	CJJD, Ldh.			6th	30-B
38	Sh. Manmohan Bhatti	CJJD, Ldh.		0161-2403452	6th	34
39	Sh. Rajinder Singh- I	CJJD, Ldh.		0161-2402414	2nd	12-B
40	Sh. Ankit Airi	CJJD, Ldh.			5th Floor	25
41	Ms. Ekta	CJJD, Ldh.			4th Floor	24-B
42	Sh. Jasbeer Singh	CJJD, Ldh.	0161-2427041		5th Floor	28
43	Sh. Puneet Mohinia	CJJD, Ldh.			6th Floor	32
44	Sh. Jaswinder Pal	CJJD, Ldh.			O.W.	10
45	Sh. Gurdarshan Singh	CJJD,Ldh			2nd Floor	12-A
46	Sh. Devnoor Singh	CJJD,Ldh			6th Floor	33
47	Sh. Vijay Kumar -I	CJJD,Ldh			5th Floor	29-B
48	Sh. Vishav Gupta	CJJD,Ldh				
49	Ms. Shivani Garg	CJJD,Ldh			6th Floor	34-A
50	Sh. Jaibir Singh	CJJD,Ldh		0161-2550092	3rd Floor	19-A
51	Sh. Servesh Singh	CJJD,Ldh			6th Floor	34-C
52	Sh. Prateek Gupta	CJJD,Ldh			6th Floor	34-B
53	Ms. Ankita Mittal	CJJD,Ldh		0161-2454111	5th Floor	27-A
54	Sh. Akashdeep Singh Malwai	CJJD,Ldh			6th Floor	

55	Ms. Gurpreet Kaur	District Legal Services Authority	0161-2400051	0161-2500064	GF	O.W
56	Sh. G.K.Dhir	Consumer Court	0161-2433277		G.F	O.W

LIST OF JUDICIAL OFFICERS POSTED IN SUB-DIVISION, JAGRAON DISTRICT LUDHIANA

55	Sh. Pradeep Syngal	ACJ(SD), Jagraon	01624-223274	01624-223019	G.F	1
56	Sh. Shaminder Pal Singh	CJJD, Jagraon			G.F	3
57	Ms. Sherryl Sohi	CJJD, Jagraon			G.F	4
58	Sh. Karanvir Singh Maju	CJJD, Jagraon			G.F	2

LIST OF JUDICIAL OFFICERS POSTED IN SUB-DIVISION, SAMRALA DISTRICT LUDHIANA

59	Ms. Pratima Arora	ACJ(SD), Samrala.	01628-262363		G.F	1
60	Sh. Jagmilap Singh Khushdil	CJJD, Samrala	01628-261060		1st Floor	2
61	Ms. Riffi Bhatti	CJJD, Samrala	01628-261617	0161-236244	1st Floor	3

LIST OF JUDICIAL OFFICERS POSTED IN SUB-DIVISION, KHANNA DISTRICT LUDHIANA

62	Sh. Rahul Garg	ACJ(SD), Khanna	01628-227030		G.F	1
63	Sh. Neeraj Goyal	CJJD, Khanna			G.F	3
64	Ms. Shivangi Sangar	CJJD, Khanna		01628-232300	G.F	2

LIST OF JUDICIAL OFFICERS POSTED IN SUB-DIVISION, PAYAL DISTRICT LUDHIANA

65	Sh. Neeraj Kumar Singla	ACJ(SD), Payal	01628-244049	01628-256154	G.F	1
66	Ms. Harsimranjit Kaur- I	CJJD, Payal			G.F	2

Manual 10

The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations Judicial Officers Revised Scales

1. District & Sessions Judge : Rs.57700-1230-58930-1380-67210 1540-70290
2. Addl.District & Sessions Judge : Rs. 51550-1230-58930-1380-63070
3. Civil Judge (Sr.Divn.) : Rs. 39530-920-40450-1080- 9090 -1230-54010
4. Chief Judicial Magistrate : Rs.39530-920-40450-1080-49090- 1230-54010
5. Addl.Civil Judge (Sr.Divn.) : Rs.39530-54010
6. Civil Judge (Jr.Divn.) : Rs.27700-44700-770-33090-920-40450-1080-44700

Employees Revised Scales

Class B

Chief Administrative Officer-
cum- Superintendent : Rs.10300-34800/-+

5400 (Grade Pay)

Class C

Reader Grade I : Rs.10300-34800/-+ 5000 (Grade Pay)

Reader Grade II : Rs.10300-34800/- + 4200 (Grade Pay)

Reader Grade III : Rs.10300-34800/- + 3800 (Grade Pay)

Stenographer Gr.I : Rs.10300-34800/- + 4200 (Grade Pay)

Stenographer Gr.II : Rs.10300-34800/- + 3800 (Grade Pay)

Stenographer Gr.III : Rs.5910-20200/- + 2800 (Grade Pay)

Graduate Clerks : Rs.10300-34800/- + 3200 (Grade Pay)

Clerks : Rs.5910-20200/- + 1900(Grade Pay)

Drivers : Rs.5910-20200/- + 2000(Grade Pay)

Bailiff : Rs.5910-20200/- + 1900(Grade Pay)

Class D

Process Server : Rs.4900-10680/- + 1650(Grade Pay)

Usher/Record Lifter/Daftri : Rs.4900-10680/- + 1400(Grade Pay)

Peon/Orderly/Chowkidar/Waterman/:Rs.4900-10680/- Sweeper+1300(Grade Pay)

MANUAL 11

The budget allocated to each Agency:

Initially the Organization receives the grants under various heads from the Government and thereafter it distributes the same amongst it's subordinate Courts/ authorities as per their requirements and the remaining funds are used to keep for the expenditure of the organization for expenditure of pay & allowances, over-time allowance, wages, travelling allowances, office expenses, Rent, rate & taxes, publications, Electricity, Telephone, grant-in-aid etc.

MANUAL 12

The Manner of Execution of Subsidy Programmes.

The information as relates to this issue/point so far as it organization is concerned is "Nil".

MANUAL 13

Particulars of Recipients of Concessions, Permits or Authorizations granted by it

Licenses/permits are being issued to the Clerk/s of the Advocate/s. License to the persons who work as Typist in the Bar Room with the consultation of the Judge & the Bar Association. Licenses are also being given to the persons who work as Petition Writer in Civil Court with the consultation of the Judge and they are authorize to receive the charges for reduce in writing the description of the documents and for typing charges as per norms prescribed in Civil and Criminal Manual.

MANUAL 14

The Norms set by it for the discharge of its functions

The organization discharges its functions in view of the various norms set by the Government and the Hon'ble High Court by various Rules of Punjab Civil Services, Punjab Budget Manuals, Punjab Financial Rules, Punjab Treasury Rules, Manuals, Regulations, and Government Resolutions, Circulars and Notifications.

MANUAL 15

Information available in an electronic form

Information is not available in any electronic form. Computerization in Ludhiana is in progress and the information will be available soon in an electrical form.

MANUAL 16

The particulars of facilities available to citizens for obtaining information :

No such facilities are available to citizens for obtaining information.

MANUAL 17

OTHER USEFUL INFORMATION :

The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees are being look-after by the Deputy Commissioner through the Public Works Department.